

## ***TaxWeb Instructions***

### **Registering for a myAlaska Account**

1. Open **web browser**
2. Go to <https://tos.dol.alaska.gov/tos/>
3. Locate the **Account Services** section
4. Select **New User: Register for a myAlaska Account**
5. Follow website instructions for creating a **myAlaska Account**

### **Setting up an Alaska Employer Account for Unemployment Insurance Tax Filing**

1. Go to <https://tos.dol.alaska.gov/tos/>
2. Login through **myAlaska**
3. Accept user agreement to continue
4. Locate **Apply for a new Alaska Employer Account Number**.
5. Click the **Apply** button

### **Filing Reports Online – Single Report Filer**

Once you receive the Alaska Employer Account number, the next day you can file online by taking the following steps:

1. Go to <https://tos.dol.alaska.gov/tos/>
2. Login through **myAlaska**
3. Under **Select Employer/Business** section, select employer name  
OR
4. Under **Select Employer/Business** section, click **Add button**, to add a new employer
5. Under **Quarterly Reports**, select **File a Report**

### **Filing Reports Online – Multiple Report Filer/Remitter**

To submit reports for multiple employer accounts.

1. Go to <https://tos.dol.alaska.gov/tos/>
2. Login through **myAlaska**
3. Under **Select Remitter** section, select filer's name.  
OR
4. Under **Select Remitter** section on right side of page, click **Add a new Remitter button**, to add new filer.
5. To start a new submission, click **Start New Submission button**.
6. **Step 1:** Browse for **Header file**, and click Upload button.
7. **Step 2:** Browse for **Wage file**, and click Upload button.
8. **Step 3:** Review errors and click **Submit**.
9. To review your submissions under **Previously Filed**, click **View button**, then **View Detail** button.

### **Paying Online**

1. Go to <https://tos.dol.alaska.gov/tos/>
2. Login through **myAlaska**
3. Under **Select Employer/Business** section, select **employer name**
4. Under **Payments**, select **Make a Payment/View Balance**
5. Select the **Payment Date**
6. Enter the **Payment Amount**, then click **Next** (Note: you cannot edit the payment amount or date on the next page.)
7. Select **bank account**, then **Pay Now** button  
\*Note: If adding a **new bank account**, the user can click “Add” button from this page.
8. If successful, you should receive a **confirmation page** with a **payment identification number**

### **Failed Pre-Notification Situations**

*\*When a myAlaska user adds a bank account for the first time and makes a payment, the system creates a zero dollar test transaction known as a pre-notification (pre-note), which can take up to 10-14 days to process.*

1. Go to <https://tos.dol.alaska.gov/tos/>
2. Login through **myAlaska**
3. Under **Select Employer/Business** section, select **employer name**
4. Under **Payments**, select **Manage Bank Accounts**
5. Select bank account, then **Edit** button
6. User should review the fields for **Routing Number**, **Name on the Account**, and **Account Number** (sometimes this requires completely removing the values from this field and retyping) for accuracy, and ensure that the “Disable account for all future Alaska EPayments” box is **NOT** checked. When an account fails its pre-note, the box is automatically checked.
7. Click **I Agree**, and **Continue**, then submit payment again. See section for **Paying Online**.
8. If a payment made from a bank account added by a specific myAlaska user has successfully passed the pre-note process, that bank account can no longer be edited.

Review frequently asked questions located through link below. These will guide you through the system and answer questions that you may have. Please contact our agency at (907)465-2757 or 1-888-448-3527 for assistance.

<http://labor.alaska.gov/estax/faq-taxweb.htm>